

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AO-1188

For: State and County Offices

Mid-Year FY 1999 Workload Reporting

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

County Offices are hard-pressed to implement many new disaster assistance programs as well as to administer ongoing programs that provide financial assistance to producers.

Supplemental funding has been requested to help alleviate some of the workload pressure through the hiring of temporary employees. However, as a result of the request, FSA is receiving many questions concerning current and projected workload. Therefore, an abbreviated mid-year workload report is necessary to provide:

- the staffing impact of the new disaster and SHOP programs
- some basic information necessary for Agency strategic planning and for budgetary purposes.

B

Purpose

This notice informs State and County Offices that:

- there will be an abbreviated FY 1999 mid-year workload report
- the dates listed in 12-AO (Rev. 15), Exhibit 9, should be followed.

Disposal Date

October 1, 1999

Distribution

State Offices; State Offices relay to County
Offices

Notice AO-1188

2 Action

A County Office Action

County Offices shall complete an abbreviated FY 1999 mid-year workload report. Instructions for completing this report will be provided in the next amendment to 12-AO (Rev. 15). Following are the work items that will be captured for mid-year reporting purposes:

- all queried work items, as listed in Notice AO-1187

Note: By using the workload queries being provided in County Release No. 404, County Offices can ease the time demands of the abbreviated mid-year reporting. Run the queries once and review the query printout to ensure reasonableness. It is not necessary to manually count everything for double checking purposes. Follow Notice AO-1187 for dates and instructions on running the queries.

- CLDAP work items 370, Multi-Year Crop Loss Disaster Assistance Program, 371, Single Year Crop Loss Disaster Assistance Program, 372, Issuing Payments for Single Year Crop Loss Disaster Assistance, and 373, Farm Visits for Crop Loss Disaster Assistance Program
 - work items 101, General Administrative, 111, Automation Activities - General, 202, Measurement Services Requiring Farm Visits, and 206, Measurement Services Using Aerial Slides and Aerial Photography
 - selected work items 9065 - 9133, which are “Y” items which capture expense information necessary for budget formulation.
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B State Office Action

State Offices shall:

- ensure that all County Offices complete the abbreviated FY 1999 mid-year workload report following the calender and instructions in 12-AO (Rev. 15)
 - review entries, especially column 3 estimates, for reasonableness
 - transmit reports to Kansas City following the calender in 12-AO (Rev. 15).
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